

Syllabus

UNIT I

Grammar	Voices
Vocabulary	Homophones/ Homonyms
Writing	Instructions /Recommendations
Listening	Conversation between two employees, Welcome speech
Reading	Netflix an article, Feedback on conferences
Speaking	Introducing others, Extempore speech

Unit II

Grammar	Framing Questions
Vocabulary	Logical sequence of words- Jumbled Sentence
Writing	Report Writing - Business Report
Listening	An interview with someone who has changed career, Corporate gift giving
Reading	Career advice, Promotional Gifts an article
Speaking	Role play Interviewing someone about a job change

Unit III

Grammar	Articles
Vocabulary	Verbal Analogies
Writing	Email Writing
Listening	Creating good teams A presentation and short extracts
Reading	Team building events and Global HR management an article
Speaking	Debate

Unit IV

Grammar	Collocations
Vocabulary	Business Vocabulary
Writing	Process Description
Listening	Statistical information and an interview with the employee
Reading	Interpreting bar charts and Café coffee day an article
Speaking	Telephone Conversation

Unit V

Grammar	Writing purpose statements
Vocabulary	One word Substitute
Writing	Job Application Letter & Resume Writing
Listening	An Interview with investor relations and radio interview
Reading	Share and Stock exchange , Reading and comparing articles
Speaking	Mock interview, Online Interview